



**To: Mark Clark, Executive Director**

**From: Grants Staff**

**Date: May 19, 2005**

**Re: Grants Staff Report: February 25, 2005 thru April 20, 2005**

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**GRANTS PROGRAM MANAGER (Cheryl Witt):** ♦ *Maintains Internal Controls to insure adequate fiscal and programmatic accountability for Commission grant programs; ♦ Oversees administration of 15 grant and loan programs that include approximately 170 grant and 10 loan contracts; ♦ Supervises two Grants Assistants; ♦ Coordinates with the Office of Financial Management to maintain balances of 25 funding sources; ♦ Coordinates Commission Grant Reviews; ♦ Administers seven miscellaneous, non-district contracts; ♦ Participates on the WQ Financial Assistance Council to promote coordination between state grant and loan programs*

- ♦ Executed \$50,000 contract with NRCS for Technical Service Provider assistance, and made the funding available to the Professional Engineering Services Clusters;
- ♦ Executed contract with WSU for coordination of the Livestock Training at Sleeping Lady;
- ♦ Reviewed 47 WQ Implementation Grant applications in preparation for regional evaluation committee meetings (April 26, 27 & 28)
- ♦ Completed Grants Administrative Procedures update and assembled Responsiveness Survey;
- ♦ Distributed the Reallocation of Grant Funds authorized by the Commission at the March meeting to CDs;
- ♦ Coordinated the monthly Commission / OFM reconciliation of the 15 grant and 2 loan programs;
- ♦ Participated in the Professional Engineering Cluster meeting designed to develop 05-07 Biennium Program recommendations;
- ♦ Initiated Commission-authorized WACD training contract with Whatcom CD;
- ♦ Distributed \$38,067 of drought response funding (through an Ecology interagency agreement) to seven impacted; and
- ♦ Coordinated the review/clean-up of outdated grant-related forms and documents on the Commission website.

**GRANTS ASSISTANT (Debbie Skogen):** ♦ Provides customer service and assistance to Adams, Asotin, Benton, C Klickitat, Chelan, Clallam, Clark, Columbia, Cowlitz, E Klickitat, Ferry, Foster Creek, Franklin, Grays Harbor, Jefferson, King, Kitsap, Kittitas, Lewis, Lincoln, Mason, Moses Lake, N Yakima, and Okanogan Conservation Districts; ♦ Administers approximately 85 district grant contracts, and 10 district loan contracts that involve loans to 120 landowners; ♦ Administers the Basic Funding Match Grants Program; ♦ Administers the Practice Incentive Payment Loan Program; ♦ Conducts Commission Grant Reviews

- ♦ Processed 80 vouchers, 25 Amendments, closed 1 grant contract, and provided customer service to conservation districts;
- ♦ Started working with Eric Kopp to update the PIP Program procedures, create a PIP Program desk manual, and train him to assume responsibility for the PIP Program;
- ♦ Worked with Kristy McGuill to send a reminder to districts that the Basic Funding Program Application and required documentation is due May 1, 2005;
- ♦ Reviewed incoming Implementation grant applications for basic criteria and sent out rating committee packets to Water Quality Grant Rating Committee Members and CC Field Staff.
- ♦ Assisted Cheryl with preparation for the Central and Western WA Water Quality Grant Rating Committee Meetings.
- ♦ Worked with Cheryl & Kristy to review and remove forms available on the Commission website;
- ♦ Conducted Clark CD's first Commission Grant Review (CGR) on April 19;
- ♦ Scheduled CGRs with Kittitas County and Chelan County CDs; and working with King CD for their CGR sometime in May; and
- ♦ Continue to provide assistance to conservation districts that I serve.

**GRANTS ASSISTANT (Kristy McGuill):** ♦ Provides customer service and assistance to Grant, Pacific, Palouse, Palouse Rk Lk, Pend Oreille, Pierce, Pine Creek, Pomeroy, San Juan, Skagit, Snohomish, S Douglas, S Yakima, Spokane, Stevens, Thurston, Underwood, Wahkiakum, Walla Walla, Warden, Whatcom, Whidbey Island, and Whitman Conservation Districts; ♦ Administers approximately 85 district grant contracts; ♦ Conducts Commission Grant Reviews; ♦ Provides assistance and backup to the Commission Information Technology Officer

- ♦ Processed 93 vouchers, 16 Amendments, and provided customer service to the CD's; sent quarterly updates to conservation districts.
- ♦ Conducted 1 Commission Grant Review with South Yakima CD.
- ♦ Scheduled 3 CGR's with Palouse CD, Palouse-Rock Lake CD and Whitman CD. In the process of scheduling CGR's for the former Upper Grant and Othello CD as well as Moses Lake CD and Warden CD.
- ♦ Reviewed incoming grant applications for basic criteria and sent out rating committee packets.

- ◆ Assisted Cheryl with the planning and preparing of the Eastside Implementation Grant Rating Committee.
- ◆ Assisted and received training from Deb S on the Basic Funding program.
- ◆ Attended Network + training w/Tom and Bill.
- ◆ Assisted Tom with the review and distribution of agency computers, inventory, and continued support of website content.

**GRANTS PROGRAM**
**Informational Item for May 19, 2005 Commission Meeting**
**Grants Staff Activities for February 25, 2005 thru April 20, 2005**

District	Primary Grant Staff Contact	Number of Contracts Initiated	Number of Contracts Closed Out	Number of Vouchers Processed	Amount Reimbursed to Grantee	Number of Amendments Processed	Commission Grant Reviews	
							Underway	Completed
Adams	Deb S			3	\$4,103.38			
Asotin	Deb S			7	\$27,367.45	3		
Benton	Deb S		1	5	\$6,920.93			
Central Klickitat	Deb S			1	\$12,081.61			
Chelan	Deb S			2	\$5,928.18	1	1	
Clallam	Deb S			5	\$24,115.88	1		
Clark	Deb S			2	\$2,582.25			1
Columbia	Deb S			2	\$115,997.85	5		
Cowlitz	Deb S			1	\$3,750.51			
Eastern Klickitat	Deb S			1	\$6,306.39			
Ferry	Deb S							
Foster Creek	Deb S			1	\$4,893.93	1		
Franklin	Deb S			2	\$1,034.47			
Grays Harbor	Deb S			5	\$3,057.51	1		
Jefferson	Deb S			8	\$27,303.05	2		
King	Deb S						1	
Kitsap	Deb S			3	\$25,035.15			
Kittitas	Deb S			10	\$249,967.59	4	1	
Lewis	Deb S			9	\$49,278.76	3		
Lincoln	Deb S			1	\$3,852.57			
Mason	Deb S					1		
Moses Lake	Deb S							
North Yakima	Deb S			1	\$3,352.93			
Okanogan	Deb S			9	\$14,314.01	3		
Othello	Kristy M							
Pacific	Kristy M			5	\$16,497.19			
Palouse	Kristy M							
Palouse Rock Lake	Kristy M							
Pend Oreille	Kristy M			1	\$2,783.28			
Pierce	Kristy M			1	\$40,561.65	1		
Pine Creek	Kristy M							
Pomeroy	Kristy M			6	\$16,176.22	2		
San Juan	Kristy M			4	\$13,829.16			
Skagit	Kristy M			12	\$81,253.24	1	1	
Snohomish	Kristy M			5	\$32,030.48	2		
South Douglas	Kristy M			1	\$9,143.11	1		
South Yakima	Kristy M			6	\$40,205.09	2	1	
Spokane	Kristy M			1	\$35,655.83			
Stevens	Kristy M			2	\$2,501.20			
Thurston	Kristy M			6	\$12,850.62	2		
Underwood	Kristy M			1	\$2,575.08			
Upper Grant	Kristy M			1	\$3,117.07			
Wahkiakum	Kristy M			11	\$19,558.23			
Walla Walla	Kristy M			5	\$166,176.62	1		
Warden	Kristy M							
Whatcom	Kristy M			10	\$101,300.79	2		1
Whidbey Island	Kristy M			7	\$14,827.16			1
Whitman	Kristy M			4	\$22,660.67	2		
Miscellaneous	Cheryl W	4		3	\$178.51	12		
<b>TOTALS</b>		<b>4</b>	<b>1</b>	<b>170</b>	<b>\$1,225,125.60</b>	<b>53</b>	<b>5</b>	<b>3</b>